1. lr	ncident N	ame: Hur	ricane Harvey Response	Purpose: ICS Form 213RR-EPA is used by all incident personnel to request tactical and non-tactical resources (supplies, equipment, personnel and services). Instructions on back page. Resource Request Mess ICS Form 213RR-EI							
	2. Date/	Time Prep	pared 09/09/17 1330	A. Logistics Resource Requ	A. Logistics Resource Request Number (assigned by Logistics Section): (Pre-printed # here)						
	3. ORDE Note: 0		R per funding source 3a. Funding Sou	rce (if known): □FEMA MA#	□CE	RCLA □OP	A □Oth	er	3b. TO # or TDD		
	3c. Qty			taple attachments for	3f. Requested F Location:	Reporting Date/ Time:	3g. (RESL) Tactical ? Y/N		3h. LSC/FSC	3i. PC PO	
	1	Dozen	Digital Cameras with GPS for use in the Involvement engagements and to docum Hurricane Harvey Response		Houston Lab	9/12/17 0800		Vendor of Agencial Vendor of PO in ETA	y: or #: A:		
Requester	4	Dozen	Thumb Drives – to populate with EPA re the local community and city EOCs	source information and give to	Houston Lab	9/12/17		Vendor of Agencial Vendor of PO in ETA	y: or #: A:		
	1	Dozen	EPA Logo Shirts (4 Large and 8 X-Tra Lawho do not have their own EPA Logo clo	othing already.	Houston Lab	9/12/17		Vendor of Agencial Vendor of POil ETA	y: or #: A:		
			rce(s) of supply if known also Point-of- es, if known :	Contact phone number and	5. Requester 5a.	. Requester F	Position a	nd Signatu	re: (Print Name) Valmichael	Leos	
					5b. Contact Metho 6. Section Chief/0	Da	ite/Time:				
	CHECK IF THIS REQUEST WAS PLACED WITH START/ERRS 7. LSC Notes:										
	7. LSC 1	Notes.									
tics			on Signature:			Date	/Time:				
Logistics		perty avail	Management Officer or Property Accordable from excess? (Check EMP Equipmer			to incident.	□ No, t		te/Time: tICS Form 213 RR-EPA to EOC o	r FSC for	
	10. Order placed by (check box): SPUL PROC OTHER DATE ORDER WAS PLACED DATE RECEIVED										
ээг	11. Reply/Comments from Finance:										
12. Finance Section Signature: Date/Time:											
ning	13. RES	SL - Note a	availability of each resource request:								
Planning	14. RESL Review/Signature: Date/Time:										
			ting information on back page. Requester is Requester submits to Logistics and keep			ource is know	vn. Reque	ester obtain	ns appropriate Section Chief or Co	mmand	
		entation Unit c			((

1. Incident Name: Hurricane Harvey Response			rricane Harvey Response	Purpose: ICS Form 213RR-EPA is used by all incident personnel to request tactical and non-tactical resources (supplies, equipment, personnel and services). Instructions on back page. Resource Request Message ICS Form 213RR-EPA						
	2. Date	/Time Prep	ared 09/09/17 1330	A. Logistics Resource Requ	A. Logistics Resource Request Number (assigned by Logistics Section): (Pre-printed # here)					
	3. ORD Note:		R per funding source 3a. Funding Sour	rce (if known): □FEMA MA#				3b. TO # or TDD		
	3c. Qty	3d. Unit	3e. Detailed description of resource requ personnel, services) and, if applicable, st purpose/use, diagrams, and other inform resource is tactical).	aple attachments for	3f. Requested R Location:	Reporting Date/ Time:	3g. (RESL) Tactical ? Y/N		3h. LSC/FSC	3i. PC PO
	1	Dozen	Digital Cameras with GPS for use in the Involvement engagements and to docum Hurricane Harvey Response		Houston Lab	9/12/17 0800		Vendor of Agency Vendor of PO; ETA	y: pr pr #: A:	
Requester	4	Dozen	Thumb Drives – to populate with EPA res	source information and give to	Houston Lab	9/12/17		Vendor of Agency Vendor of PO i	y: or #: A:	
	1	Dozen	EPA Logo Shirts (4 Large and 8 X-Tra Lawho do not have their own EPA Logo clo		Houston Lab	9/12/17		Vendor of Agency Vendor of PO; ETA	y: or #: A:	
	4. Sugg suitable	ested sou	rce(s) of supply if known also Point-of-Ges, if known :		5. Requester 5a.		Position a			30S
					5b. Contact Method/Number(s): 214-665-2283 6. Section Chief/Command Staff Approval: Date/Time:					
	7. LSC	Notes:								
tics			on Signature:			Date	/Time:			
Logistics	9. SPUL, Property Management Officer or Property Accountable Officer/Designee Signature: Was property available from excess? (Check EMP equipment, IFMS and/or GSA)									
	10. Order placed by (check box): PROC DTHER									
Finance	11. Reply/Comments from Finance:									
Fina	12. Fina	ance Secti	on Signature:			Date	/Time:			
ning	13. RE	SL - Note a	availability of each resource request:							
Planning	14. RESL Review/Signature: Date/Time:									

Full instructions and routing information on back page. Requester fills all white areas, as well as block 4, if suggested source is known. Requester obtains appropriate Section Chief or Command Staff approval in block 6. Requester submits to Logistics and keeps Copy 6 (bottom GREEN copy). (Revised 6/2009)

Copy 2, Goldenrod, Resource Unit copy 1. Incident Name: Hurricane Harvey Response **Resource Request Message** Purpose: ICS Form 213RR-EPA is used by all incident personnel to request tactical and nontactical resources (supplies, equipment, personnel and services). Instructions on back page. ICS Form 213RR-EPA 2. Date/Time Prepared 09/09/17 1330 A. Logistics Resource Request Number (assigned by Logistics Section): (Pre-printed # here) 3. ORDER 3a. Funding Source (if known): □FEMA MA#_ □CERCLA □OPA □Other 3b. TO # or TDD Note: One 213RR per funding source 3e. Detailed description of resource requested (supplies, equipment, 3f. Requested Reporting 3i. (RESL) 3d. personnel, services) and, if applicable, staple attachments for 3c. Date/ PC 3h. LSC/FSC Tactical Unit purpose/use, diagrams, and other information. (OPS indicate if Qty Location: Time: PO resource is tactical). Y/N Vendor or Agency: Vendor or 1 PO #: Digital Cameras with GPS for use in the field during Community ETA: Involvement engagements and to document EPA activities during the 9/12/17 Dozen Hurricane Harvey Response Houston Lab 0800 Cost: Vendor or Requester Agency: Vendor or 4 PO #: ETA: Thumb Drives – to populate with EPA resource information and give to the local community and city EOCs Houston Lab 9/12/17 Cost: Dozen Vendor or Agency: Vendor or 1 PO#: ETA: EPA Logo Shirts (4 Large and 8 X-Tra Large) for Community Liaisons who do not have their own EPA Logo clothing already. Cost: Houston Lab 9/12/17 4. Suggested source(s) of supply if known also Point-of-Contact phone number and **5. Requester** 5a. Requester Position and Signature: (Print Name) Valmichael Leos suitable substitutes, if known: 5b. Contact Method/Number(s): 214-665-2283 6. Section Chief/Command Staff Approval: Date/Time: 7. LSC Notes: 8. Logistics Section Signature: Date/Time: Logistics 9. SPUL, Property Management Officer or Property Accountable Officer/Designee Signature: Date/Time: Was property available from excess? (Check EMP equipment, IFMS and/or GSA) Uses, reassign resources to incident. Uses, reassign resources to incident. processing. 10. Order placed by (check box): ☐ SPUL □ PROC □ OTHER 11. Reply/Comments from Finance: 12. Finance Section Signature: Date/Time: 13. RESL - Note availability of each resource request: Planning 14. RESL Review/Signature: Date/Time:

Full instructions and routing information on back page. Requester fills all white areas, as well as block 4, if suggested source is known. Requester obtains appropriate Section Chief or Command Staff approval in block 6. Requester submits to Logistics and keeps Copy 6 (bottom GREEN copy). (Revised 6/2009)

Incident Name: Hurricane Harvey Response			rricane Harvey Response	Purpose: ICS Form 213RR-EPA is used by all incident personnel to request tactical and non-tactical resources (supplies, equipment, personnel and services). Instructions on back page. Resource Request Message ICS Form 213RR-EPA						
	2. Date	/Time Prep	pared 09/09/17 1330	A. Logistics Resource Request Number (assigned by Logistics Section): (Pre-printed # here)						
	3. ORD Note:		R per funding source	rce (if known): □FEMA MA#	e (if known): □FEMA MA# □CERCLA □OPA □Other 3b. TO #					
	3c. Qty	3d. Unit	3e. Detailed description of resource requ personnel, services) and, if applicable, s purpose/use, diagrams, and other inform resource is tactical).	aple attachments for	3f. Requested f	Reporting Date/ Time:	3g. (RESL) Tactical ? Y/N		3h. LSC/FSC	3i. PC PO
	1	Dozen	Digital Cameras with GPS for use in the Involvement engagements and to docum Hurricane Harvey Response		Houston Lab	9/12/17 0800		Vendor of Agency Vendor of PO # ETA	y: or #: A:	
Requester	4	Dozen	Thumb Drives – to populate with EPA re the local community and city EOCs	source information and give to	Houston Lab	9/12/17		Vendor of Agency Vendor of PO # ETA	y: or #: A:	
	1	Dozen	EPA Logo Shirts (4 Large and 8 X-Tra Lawho do not have their own EPA Logo clo		Houston Lab	9/12/17		Vendor of Agency Vendor of PO# ETA Cos	y: por #: A:	
	4. Sugg suitable	jested sou e substitut	rce(s) of supply if known also Point-of- es, if known :	Contact phone number and	5. Requester 5a	. Requester P	osition a	nd Signatur	re: (Print Name) Valmichael	Leos
					5b. Contact Method/Number(s): 214-665-2283 6. Section Chief/Command Staff Approval: Date/Time					
	7. LSC Notes:									
tics			on Signature:			Date	/Time:			
Logistics	processing.									
9	10. Order placed by (check box):									
Finance	12. Finance Section Signature: Date/Time:									
	13. RE	SL - Note a	availability of each resource request:							
Planning	14. RES	SL Review	/Signature:			Date/	Time:			
	full instructions and routing information on back page. Requester fills all white areas, as well as block 4, if suggested source is known. Requester obtains appropriate Section Chief or Command									

Staff approval in block 6. Requester submits to Logistics and keeps Copy 6 (bottom GREEN copy). (Revised 6/2009)

Copy 4, Yellow, Finance Section/Procurement Unit copy

1. lr	ncident N	ame: Hu	rricane Harvey Response	Purpose: ICS Form 213RR-EPA is used by all incident personnel to request tactical and non-tactical resources (supplies, equipment, personnel and services). Instructions on back page. Resource Requestion 1.1.							
	2. Date/	Time Prep	pared 09/09/17 1330	A. Logistics Resource Requ	A. Logistics Resource Request Number (assigned by Logistics Section): (Pre-printed # here)						
	3. ORDI Note: (R per funding source 3a. Funding Sou	rce (if known): □FEMA MA#	□CE	RCLA □OP	A □Oth	er	3b. TO # or TDD		
	3c. Qty	3d. Unit	3e. Detailed description of resource requestroom personnel, services) and, if applicable, services, diagrams, and other information resource is tactical).	taple attachments for	3f. Requested I	Reporting Date/ Time:	3g. (RESL) Tactical ? Y/N			3i. PC PO	
	1	Dozen	Digital Cameras with GPS for use in the Involvement engagements and to docum Hurricane Harvey Response		Houston Lab	9/12/17 0800		Vendor of Agencial Vendor of PO in ETA	y: or #: A:		
Requester	4	Dozen	Thumb Drives – to populate with EPA re the local community and city EOCs	source information and give to	Houston Lab	9/12/17		Vendor of Agencial Vendor of PO:	y: or #: A:		
	1	Dozen	EPA Logo Shirts (4 Large and 8 X-Tra L who do not have their own EPA Logo clo rce(s) of supply if known also Point-of-	othing already.	Houston Lab	9/12/17	Position of	Vendor of Agence Vendor of POi ET/	y: or #: A:		
			tes, if known :	contact phone number and	5. Requester 5a. Requester Position and Signate 5b. Contact Method/Number(s): 214-665-2283 6. Section Chief/Command Staff Approval:				Date/Time:		
	7. LSC I	Notes:									
ics	8. Logis	tics Secti	on Signature:			Date	/Time:				
Logistics		perty avail	y Management Officer or Property Accordance lable from excess? (Check EMP equipment			to incident.	□ No, th		te/Time: ICS Form 213 RR-EPA to EOC	or FSC for	
			<u>, , , , , , , , , , , , , , , , , , , </u>	PROC OTHER							
nce	11. Reply/Comments from Finance:										
12. Finance Section Signature: Date/Time:											
guir	13. RES	SL - Note a	availability of each resource request:								
Planning	14. RESL Review/Signature: Date/Time:										
			iting information on back page. Requester 6. Requester submits to Logistics and keep			ource is know	n. Reque	ester obtain	s appropriate Section Chief or	Command	
		Section/Supp		, ,	(

1. lr	ncident N	ame: Hu	rricane Harvey Response	Purpose: ICS Form 213RR-EPA is tactical resources (supplies, equip		Resource Request Message ICS Form 213RR-EPA				
	2. Date/	Time Prep	pared 09/09/17 1330	A. Logistics Resource Requ	A. Logistics Resource Request Number (assigned by Logistics Section): (Pre-printed # here)					
	3. ORDI Note:		R per funding source	urce (if known): □FEMA MA#	□CE	RCLA □OP	A □Oth	er	3b. TO # or TDD_	
	3c. Qty	3d. Unit	3e. Detailed description of resource rec personnel, services) and, if applicable, purpose/use, diagrams, and other infor resource is tactical).	staple attachments for	3f. Requested Location:	Reporting Date/ Time:	3g. (RESL) Tactical ? Y/N		3h. LSC/FSC	
	1	Dozen	Digital Cameras with GPS for use in the Involvement engagements and to docu Hurricane Harvey Response		Houston Lab	9/12/17 0800		Vendor of Agency Vendor of PO # ETA	y: pr pr #: A:	
Requester	4	Dozen	Thumb Drives – to populate with EPA r the local community and city EOCs	esource information and give to	Houston Lab	9/12/17		Vendor of Agency Vendor of PO # ETA	y: or #: A: tt:	
	1		EPA Logo Shirts (4 Large and 8 X-Tra who do not have their own EPA Logo c	lothing already.	Houston Lab	9/12/17		Vendor of Agency Vendor of PO# ETA	y: pr pr #: A: t:	
			rrce(s) of supply if known also Point-of tes, if known :	-Contact phone number and	5. Requester 5a	a. Requester F	Position a	nd Signatur	e: (Print Name) Valmich	nael Leos
					5b. Contact Method/Number(s): 214-665-2283 6. Section Chief/Command Staff Approval:					
	7. LSC	Notes:								
ics	8. Logis	stics Secti	on Signature:			Date	/Time:			
Logistics			y Management Officer or Property Acco	-					te/Time:	
Ľ	Was pro		lable from excess? (Check EMP equipme	nt, IFMS and/or GSA) □ Yes	s, reassign resources	s to incident.	□ No, tl	han submit	ICS Form 213 RR-EPA to E	OC or FSC for
	10. Ord	er placed	by (check box): ☐ SPUL ☐	PROC DOTHER		-				
nce	11. Rep	ly/Comme	ents from Finance:							
Finance	12. Finance Section Signature: Date/Time:									
ning	13. RES	SL - Note	availability of each resource request:							
Planning	14. RES	SL Review	/Signature:			Date/	Time:			
Full Staf	instructio	ns and rou	iting information on back page. Requeste 6. Requester submits to Logistics and kee	r fills all white areas, as well as bl	lock 4, if suggested s	source is know	n. Reque	ester obtain	s appropriate Section Chief	or Command
	reen, Reques		TO A DOCKET CASTILLE TO LOGISTICO WITH NO	re copy o (south official copy)	7. (AUTIOUS 0/2000)					

INSTRUCTIONS FOR REQUESTER AND GENERAL ROUTING OF THE ICS FORM 213RR-EPA

ICS FORM 213RR-EPA INSTRUCTIONS FOR REQUESTER -

Complete all white blocks. Use ink pens only and press hard while writing legibly to transfer text through <u>six</u> copies.

- 1. Incident Name
- 2. Date/Time Prepared (Military Time)
- Order: (Note: Only one ICS Form 213RR-EPA per funding source)
 - a. Check Appropriate box for Funding Source, if known (confer with FSC if unclear).
 - ☐ FEMA also note Mission Assignment number (MA#), if applicable
 - □ CERCLA
 - □ OPA
 - Other
 - b. Task Order (TO) # or Technical Direction Document (TDD) #: if known
 - . Quantity
 - d. Unit (each, gross, pallet, box, gallons, team, pair, feet, etc.)
 - e. Detailed Description (be specific add attachments as necessary)
 - f. Requested Reporting Location for delivery including Date/Time
- Suggested Source Completed by Requester if known, if not, LSC/FSC/EOC will determine
- 5. Requester Validation
 - a. Position, Signature (please print legibly)
 - b. Contact Number(s) or instructions to update Requester

ICS FORM 213RR-EPA ROUTING INFORMATION

- 1. Requester submits ICS Form 213RR-EPA to Logistics Requester keeps GREEN copy
- 2. Logistics receives ICS Form 213RR-EPA from Requester LSC keeps PINK copy
- 3. LSC (SPUL) goes to RESL and OPS to determine if resource is either Tactical or Non-Tactical

TACTICAL

Defined as items required specifically for OPS. Applies to Equipment, Supplies, Services and Personnel Reassignments.

RESL determines if resource is on-site and available.

Yes: RESL reassigns resource, keeps GOLDENROD and returns remaining copies to LSC for further distribution No: RESL returns forms to LSC (SPUL) for ordering

When ordering personnel, if personnel is not available through reassignment, the LSC orders personnel from the EOC, documents that personnel are ordered on ICS Form 213RR-EPA and distributes copies as needed

NON-TACTICAL

Defined as items indirectly supporting the incident. Applies to Equipment, Supplies, Services and Personnel Reassignments

LSC determines if resource is on-site and available.

Yes: LSC reassigns resource, keeps WHITE copy and distributes copies as needed

No: LSC orders equipment; LSC/SPUL distributes copies as needed

When ordering personnel, if personnel is not available through reassignment, the LSC orders personnel from the EOC, documents that personnel are ordered on ICS Form 213RR-EPA and distributes copies as needed

Сору	Color	Who	Purpose
6 (Bottom)	Green	Requester	Copy to show the request was submitted
5	Pink	LSC/SPUL	LSC/SPUL keeps copy for all 213RRs submitted
4	Yellow	FSC/PROC	When order is placed through FSC
3	Blue	FSC	Completion of order when received
2	Goldenrod	RESL	If tactical order is placed
1 (Top)	White	LSC/ Documentation Unit	LSC/SPUL keep at completion of order – given to Documentation Unit for record keeping

ICS FORM 213RR-EPA Initial Need On-site **ROUTING FLOWCHART** Request Received Requester submits ICS • LSC reassigns resource to Non-tactical LSC receives request and Form 213RR-EPA to LSC determines if resources verifies with RESL/OPS if resources LSC. are on-site or need to LSC keeps WHITE copy. needed are tactical or non-tactical ■ Requester keeps be ordered. LSC keeps PINK copy ■ Remaining copies of ICS Form GREEN copy. 213RR-EPA are filed as "complete". Order Tactical ■ LSC submits ICS Form 213RR-EPA RESL determines if resources to FSC to initiate ordering process. are on-site or need • Once the order is placed, FSC-PROC to be ordered. keeps YELLOW copy. If tactical, FSC-PROC gives the GOLDENROD copy to RESL. Remaining copies of ICS Form On-site 213RR-EPA are given to LSC to • If the resource requested is further distribute as necessary. available, RESL reassigns resource and keeps GOLDENROD copy. Received ■ Remaining copies of ICS Form 213RR are given to LSC to Once the resource is received. further distribute as necessary LSC keeps WHITE copy and or file as "complete" gives FSC BLUE copy.